

TANDBERG

Short User Manual - english

ENGLISH

Software version B3 and above

D12501-03

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TANDBERG

Contents

General use	3
Start-up screen.....	3
Making and ending calls	4
Directory	6
Do Not Disturb / Sleep Mode	7
Adjusting volume	7
Microphone on/off	7
View outgoing video (selfview)	7
Controlling the Main Camera	8
Selecting video sources	8
Presets	8
Duo Video *	9
MultiSite (MCU)*	10
MCU functions	12
Installation	13
Precautions	13
Unpacking	13
Connecting cables - 2500/6000	14
System configuration.....	15

**IMPORTANT: PLEASE READ
THIS SECTION CAREFULLY
FOR OPTIMAL SYSTEM SET-
UP.**

General use

Your system should be in standby mode. When in standby mode, pressing any key or picking up the remote control will wake up the system. An incoming call will also wake up the system. If the system does not respond, make sure the system is switched on.

The system's most commonly used functions are accessible directly from the remote control.



Quick keys

The three buttons on top of the remote control refer to the blocks at the bottom of the screen. The text inside the blocks will change depending on which menu is selected. The three Quick keys have different colors.

Preset keys

Activate pre-stored camera positions.

Video source keys

Activate connected video sources.

Camera control and menu navigation keys

Frequently used keys allowing you to control your own camera and the far end camera, control your volume, select and move self-view, switch your microphone off and navigate in the menu system.

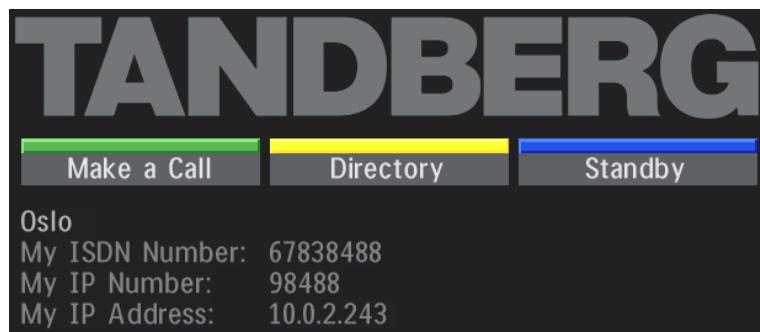
Dialing keys / Preset keys

Used to make a call. The twelve number keys, (0-9), #, * operate in the same way as on a modern push-button telephone. These buttons are also used when entering a name into a text field.

ENGLISH

Start-up screen

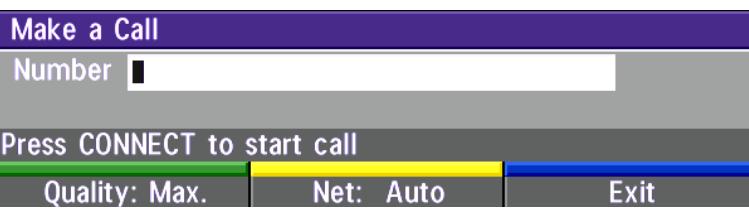
After a user-definable boot-up logo is shown, the following start-up screen is shown. This screen should provide you with the most important system information.



Making and ending calls

Making a call

connect To make a call, enter the number or the IP-address of the unit you wish to call using the Dialing keys and press **CONNECT**.



To make a call via a LAN, enter an IP-address by using a * as the 'dot' in the IP-address, e.g. 123*3*0*12 will be interpreted as 123.3.0.12. If a gatekeeper is present, you may place IP-calls using "telephone-style" numbers (an E.164 alias), according to the numbering plan implemented in the gatekeeper. The dialed number will then be translated into an IP-address by the gatekeeper.

Answer a call

connect To answer a call, press **CONNECT**.

Manual answer of a call is needed if the autoanswer facility is switched off.

End a call

disconnect To end a call, press **DISCONNECT**.



TIP **ENDING A CALL**

SWITCHING OFF THE MONITOR(S) WILL NOT DISCONNECT A CALL. TO DISCONNECT A CALL YOU SHOULD PRESS THE DISCONNECT KEY.

Correcting keying mistakes

delete To delete the last digit (or character) entered, press **DELETE**.

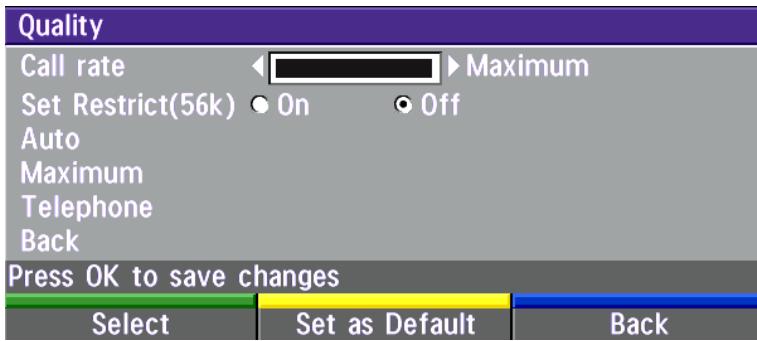


Selecting / setting default number of channels

The default call quality setting '**Auto**' will be used if no specific quality is selected.

To select quality (bandwidth):

- Press the '**Quality**' Quick Key when you are in the dial menu. The Quality menu will then be displayed:



- Move the indicator to the desired bandwidth, then press the '**Select**' Quick Key.
- You may also press the '**Set as Default**' Quick Key in order to make the selected bandwidth the default bandwidth for subsequent calls.

TYPE OF CALLS

TANDBERG 6000/8000:

Auto	384kbps on ISDN/768kbps on LAN
Max	* 768kbps on ISDN-BRI
	* 1472/1920kbps (23/30Ch)
	on ISDN-PRI (T1/E1)
	* 3Mbps(1920kbps) on LAN

TANDBERG 550/880/1000/2500:

Auto	384kbps on ISDN/768kbps on LAN
Max	384kbps on ISDN/768kbps on LAN

TANDBERG 6000/8000 only:

3072	3072 kbps (3Mbps, LAN only)
2560	2560 kbps (2,5Mbps, LAN only)
1920	1920 kbps (2Mbps, 30B)
1472	1472 kbps (23B)
1152	1152 kbps (18B)

All products:

768	768 kbps (12B)
512	512 kbps (8B)
384	384 kbps (6B)
320	320 kbps (5B)
256	256 kbps (4B)
192	192 kbps (3B)
128	128 kbps (2B)(Bonding/H.221)
64	64 kbps (1B)(H.221)
H0	1xH0 (384 kbps) (PRI only)
Teleph	Telephone Call

SOME SOFTWARE VERSIONS AND NETWORKS
DO NOT SUPPORT ALL CHANNEL SELECTIONS.

Selecting / setting default network

To select a specific network, press '**Net**' when you are in the dial menu.

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Directory

The directory is a local phone book that stores up to 99 directory entries and the last number dialed.

directory Press **DIRECTORY** to bring up the following menu:



Directory	Net	Quality
Last Number Dialed	Auto	Max.
JMJ1 (MultiSite 3)		Max.
JMJ1 (MultiSite 2)		Max.
JMJ2 (MultiSite 3)		Max.
Station150	LAN	Auto
Station150	ISDN	64
Station151	ISDN	256
Station151	LAN	Auto
Station17	ISDN	768
Station17	LAN	Auto

Number: 123

Press **CONNECT** to start call

Add New Entry **Store Entry** **Exit**

To find an entry, key in the first letter, for example T, and scroll with the up/down arrows.

TIP THE LEFT/RIGHT ARROWS WILL MOVE ONE PAGE UP/DOWN.

connect To dial the selected number press **CONNECT**. To edit the selected number before dialing, press **OK**.



Add New Entry

When selecting '**Add New Entry**', an empty directory entry is displayed:

Add New Entry		
Name	<input type="text"/>	
Number	<input type="text"/>	
Quality	Max. ▶	
Set Restrict(56k)	<input checked="" type="radio"/> On <input type="radio"/> Off	
Net	Auto ▶	
Save		
Press # to switch a/A, OK to save changes		
Save	Add MultiSite	Cancel

Enter '**Name**' and '**Number**'. Specify also '**Net**' and '**Quality**' if needed.

Edit Entry

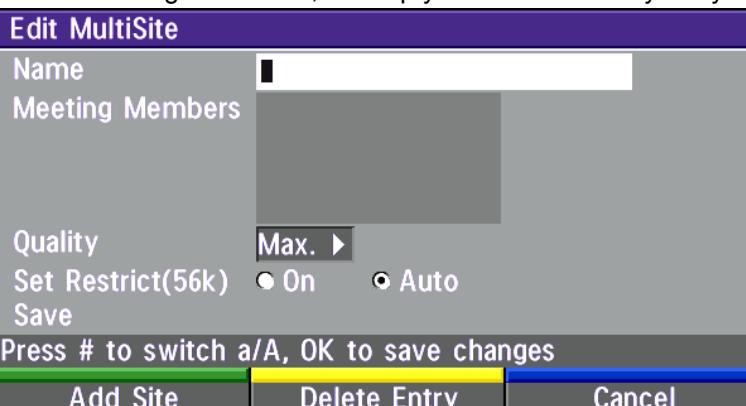
To edit an entry, highlight the entry you want to edit and press '**Edit Entry**'. Edit the entry and select '**Save**' to return to the Directory menu.

Delete Entry

To delete an entry, highlight the entry and press **DELETE**.

Add MultiSite*

When selecting '**MultiSite**', an empty MultiSite directory entry is displayed:



Enter the MultiSite meeting name. Select '**Add Site**' to add a site to the meeting by searching for point-to-point entries in the directory list. Select '**Quality**' to override the suggested bandwidth per site.

Adjusting volume



Press **VOLUME** to adjust the volume level. An on-screen indicator will show the current level.

View outgoing video (selfview)

selfview Press the **SELFVIEW** key to view your outgoing video.



move pip Press **MOVE PIP** to move your selfview as a Picture-in-Picture to different corners of the screen or to switch it off.



Microphone on/off

mic off To mute your microphone, press **Mic OFF**. An on screen indicator will appear.



Press **Mic OFF** to activate the microphone again.

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Do Not Disturb / Sleep Mode

Press '**Standby**' when not in a call to activate the Quick Menu.



When Do Not Disturb is activated, the system will not accept any incoming calls. The caller will hear a busy tone when calling this unit. A status line will indicate when Do Not Disturb is active.

When Sleep Mode is activated, the monitors will be black. The system will still accept incoming calls.

Pressing any key or picking up the remote control will deactivate Do Not Disturb/Sleep Mode.

Controlling the Main Camera

Moving / zooming camera

To control the Main Camera use the keys below:



for pan/tilt and



for zooming.

Selecting video sources

Press: main cam aux doc cam vcr pc to select a video source.

Presets

The preset buttons enable you to pre-store up to ten different camera positions.

Selecting presets

To select a preset, use the keys **P1 P2 P3** or press **P** until the on-screen indicator '**Preset 0-9**' appears and use 0-9 to activate P0-P9 presets. To exit 'Preset' mode, press **Ok**.



P1-P3 are the same presets as when pressing **P** and then a number key **1-3**.

Storing presets

To store the current camera position, audio and video source:



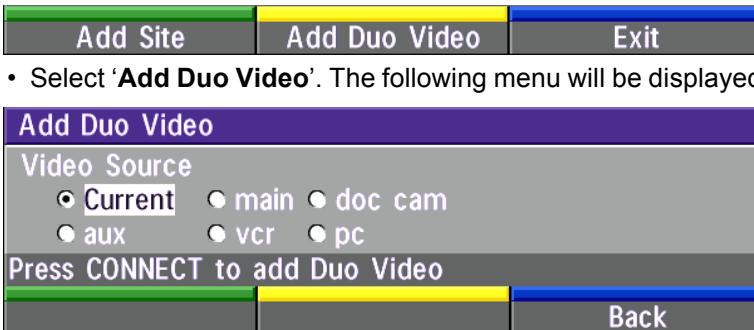
- Press **STORE** once and wait for the on-screen indicator to appear.
- Then press one of the keys **P1 P2 P3** or a number key **0-9**.

Duo Video *

Duo Video is useful if you want to display live video from your document camera or another camera in addition to live video of yourself.

Add Duo Video

- Press any other video source than used on the main connection during a call. This will open Duo Video directly if the far end supports the automatic Duo Video functionality.
- To use the manual Duo Video functionality, press **CONNECT** during a call. This will bring up the following menu:



- Select video source to transmit on Duo Video.
- Press **CONNECT** to add Duo Video.

End a Duo Video call

 disconnect To end a Duo Video call, press **DISCONNECT**. Select if you want to disconnect only the Duo Video connection or the whole connection.

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Controlling camera, changing video source, presets in a Duo Video call

The main monitor will always display incoming video. The 2nd monitor will display outgoing video.

Pressing **SELFVIEW** will toggle Duo Video full screen / Main source in PIP and vice versa.

Pressing **MOVE PIP** will move PIP only on the 2nd monitor.

Controlling the camera, changing video source, using presets will affect the video source currently displayed in full screen mode.

If both connections are selected to display the same video source, Duo Video will be closed.

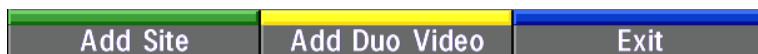
MultiSite (MCU)*

The system has a built-in multipoint conference unit (MCU), MultiSite, which has the capability to establish meetings with up to 4 video sites (5 if at least one site is a telephone call, ISDN/analogue/mobile). The video calls in a conference must be connected using the same bandwidth. It is possible to have telephone meetings with up to 5 participants. A conference can consist of any combination of ISDN/LAN sites.

Adding an extra site - dial out

First establish a normal point-to-point call.

- Press **CONNECT** to bring up the following menu:



- Press 'Add Site' to bring up the MultiSite dial menu.



- Enter the number to call.

connect • Press **CONNECT**



Establishing MultiSite meetings using Directory

It is possible to pre-define meetings using Directory. All sites will then be connected automatically instead of having to add one by one site.

- Press **DIRECTORY**.
- Highlight a MultiSite entry and press **CONNECT**.

See 'Directory' section for further information.

* - Optional feature.

Adding an extra site - dial in

To dial in to the MultiSite on **ISDN-BRI**:

- Site 2 must dial MultiSite Number 2.
- Site 3 must dial MultiSite Number 3.

TIP TO FIND THE DIAL-IN NUMBERS FOR THE MULTISITE,
PRESS 'MENU' AND 'SYSTEM INFO'

To dial in to the MultiSite on **ISDN-PRI**:

- Dial the main number of the system ('**My ISDN Number**'). All sites can dial the same number.

To dial in to the MultiSite on **IP**:

- Dial the IP Number or the IP Address of the system ('**My IP Number**'/'**My IP Address**').

When the MultiSite receives an incoming call, the following menu is displayed:



- Pressing **CONNECT** is equivalent to pressing '**Accept**'.
- Pressing **DISCONNECT** is equivalent to pressing '**Reject**'.
- Pressing '**Do Not Disturb**' will disable the MultiSite from answering more incoming calls during the current conference. The calling party will receive a busy signal.

Disconnecting sites from a conference

 disconnect To disconnect a site or end the conference, press **DISCONNECT**.

- Select site and press **Ok** or '**Disconnect Site**'.

To end the meeting press '**Disconnect All**'.

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MCU functions

TIP PRESS ANY QUICK KEY WHEN IN A MULTIPONT CONFERENCE TO ACTIVATE THE QUICK MENU.

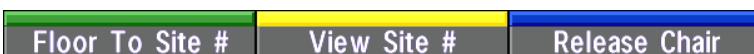


This menu provides access to the most commonly used MCU functions.

If '**Request Floor**' is selected, 'Request Floor' will change to 'Release Floor'.

If '**View Site#**' is selected, 'View Site #' will change to 'End View'.

Selecting '**Take Chair**' will send a request to take chair. If granted, the Quick keys will be:



If '**Floor to Site#**' is selected, 'Floor to Site#' will change to 'Release Floor'.

If '**Release Chair**' is selected, you will return to the original Quick menu.

Request floor

The MCU will broadcast your video in full screen to all other participants in the conference.

Release floor

You choose '**Release Floor**' to take you 'Off Air'.

View site #

Allows you to view any participant in the conference other than the participant currently 'On Air'.

End view

Allows you to stop viewing the site previously chosen with '**View Site #**'.

Take chair

Allows you to request chairmanship of the conference.

Release chair

Allows you to relinquish the privileges of chairmanship of the conference.

Floor to site #

Allows the chairman to select which of the conference participants is to be broadcast to all other participants.

Release Floor

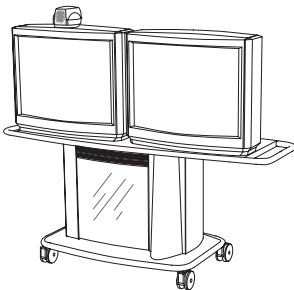
Allows the chairman to release the floor.

Installation

Precautions

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninstalled telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electrical shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- The socket outlet shall be installed near to the equipment and shall be easily accessible.
- Never install cables without first switching the power OFF.
- 1TR6 network type is not approved for connection directly to the telecommunications network. This network type is only to be used behind a PABX.
- X.21 network type is not approved for connection directly to the telecommunications network. This network type is only to be used together with already approved equipment, and is not meant for direct connections to the telecommunication networks.
- V.35/RS-449/RS-366 network type is not approved for connection directly to the telecommunications network. This network type is only to be used together with already approved equipment, and is not intended for direct connection to the telecommunication networks.
- Japan only: This equipment is approved by Japanese Approvals Institute for Telecommunications Equipment (JATE), approval number TANDBERG 550: C01-0187JP, TANDBERG 880: C01-0188JP, TANDBERG 1000: C01-0264JP, Codec 2500 (TTC6-02): C01-0186JP, Codec 6000 (TTC6-01): C01-0185JP and should be used in accordance with the instructions any other usage will invalidate the approval.
- Japan only: This equipment can be used only with the remote control provided. The use of other remote controls will violate the Telecommunications Business Law.
- Japan only: Establishing calls using the dataport and connecting the Net-port to public networks, the JATE approval will be invalidated.
- This product complies with directives: 89/366/EEC 73/23/EEC 99/5/EEC

Unpacking



TANDBERG 2500/6000:

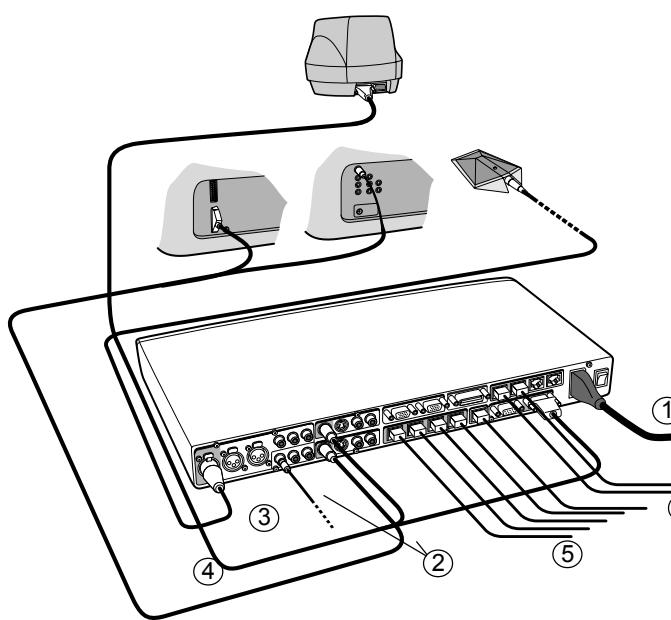
- Place and fasten the top plate on top of the cabinet.
- Place the monitor on top of the cabinet and ensure it is stable.
- Place the camera centrally, on top of the monitor close to the front.

TANDBERG 550/880/1000:

For installation of the TANDBERG 550/TANDBERG 880/TANDBERG 1000, see the separate Installation Sheet following the product.

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Connecting cables - 2500/6000



All cables needed in standard configuration are connected to the codec. Connect these cables to the other parts of the system:

1. Power cable

Connect the system power cable and monitor power cable to an electrical distribution socket.

2. Monitor cables

Connect the Scart/S-video cable to the input on your monitor (see drawing). **RCA/S-Video:** Connect the ① audio cable terminating in two RCA connectors to your monitor (not needed when the Natural Audio module is a part of the system).

3. Microphone cable

Connect the microphone cable to the microphone.

4. Camera cable

Connect the camera and the camera cable.

5a. ISDN cables - using BRI interface

Connect the ISDN cables to the ISDN sockets (S/T-interface) provided by the service provider. Your main number will be the number associated with the socket to which ISDN cable number 1 is connected.

5b. ISDN cable - using the PRI interface (6000/8000 only)

If you are using the PRI interface, the E1/T1 cable should be connected to a CSU (Channel Service Unit). You will need a CSU between your system and the PRI line from your network provider, see Appendix 3.

5c. Other networks - using the External Network interface

If you are using other networks, please refer to 'External Network Settings' and 'Appendix 2'.

6. LAN cable

- To use the system on LAN, connect a LAN cable from the 'Ethernet' connector on the system to your LAN.

System configuration

- Switch the system on. Product logo and a power up menu will be displayed.
- Enabled but unused ISDN lines (lines not active) should be disabled:



PRESS **MENU** ON THE REMOTE CONTROL. SELECT THE MENU '**TERMINAL SETTINGS**', '**NETWORK**', '**ISDN-BRI SETTINGS**'. SELECT THE RELEVANT '**LINE SETUP**' MENU AND SET '**ENABLED: OFF**'.

- Enter System Name to identify the system during an MCU conference. Select '**Utilities**', '**System Name**' and enter the name using the number keys (as on a mobile phone).
- Select the language you want to use in '**Terminal Settings**', '**Language**'.
- If you are using two monitors, set '**Utilities**', '**Dual monitor: On**'.
- To activate MultiSite and/or Presenter, insert an option key (see paperwork accompanying your system), see '**Terminal Settings**', '**Software Options**'.



- Press **CONNECT** on the remote control. A dial tone should be heard if the network is active.
- Using the monitor remote control, adjust the volume on the monitor to a level of your choice. This volume will be the default volume for all calls.

ISDN configuration

For each installation of the system it is necessary to configure the unit. All configuration parameters are available via the menu system.

- Press **MENU** on the remote control. Select the menu '**Terminal Settings**', then '**Network**'.

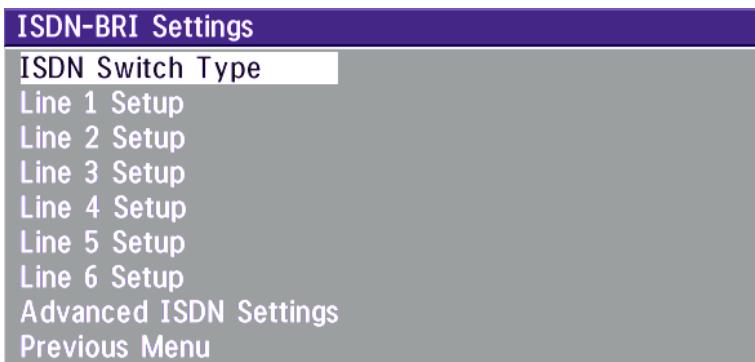
Set '**Current Network**' to the network you want to use.

Specify the settings for the selected network in one of the menus.

Please refer to the User Manual for configuration of ISDN-PRI, Leased E1/T1 and External networks.

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ISDN-BRI Settings



NOTE MANDATORY ISDN-BRI SETTINGS

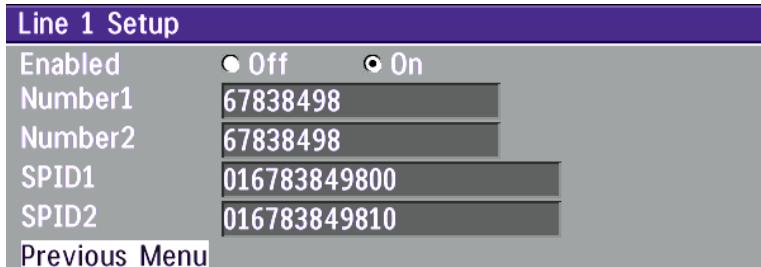
TO MAKE SURE YOUR SYSTEM WILL WORK PROPERLY USING ISDN-BRI, MAKE THE FOLLOWING SETTINGS:
- SET ISDN SWITCH TYPE
- ENTER ISDN LINE NUMBERS (+ SPIDs IF REQUIRED)
- DISABLE UNUSED LINES

ISDN switch type

Select the type of ISDN network connected to your unit.

Line setup

This menu allows you to program the numbers associated with your ISDN line.



If you want to use this ISDN line, you need to set '**Enabled: On**' and enter the numbers of your ISDN line. If some of the ISDN lines are not to be used, set '**Enabled: Off**'. Line 1 should always be enabled.

LAN configuration

- Press **MENU** on the remote control. Select the menu '**Terminal Settings**', then '**LAN Settings**'.

Specify the necessary LAN settings according to the instructions from your LAN administrator. If there is an H.323 Gatekeeper present on your LAN, see also '**H.323 Settings**'.